Dear Prospective Supplier:

The Tennessee Department of Correction (TDOC) is seeking information from suppliers who are capable of providing a product catalog to Tennessee inmates. The Request for Information (RFI) and supplier criteria qualification information is enclosed within this letter.

Prospective suppliers are requested to submit a proposed product catalog along with completed RFI documents for TDOC's review. Upon completion of the RFI the agency may place these services out to bid. Prospective suppliers must complete and return all information requested on this RFI.

Please submit all requested documents to the address listed below:

Matt Brimm Central Procurement Office 312 Rosa L. Parks Avenue 3rd Floor William R. Snodgrass Tennessee Tower Nashville, TN 37243

Work: 615-741-3044 Fax: 615-741-0684

For inquiries, please send e-mails to:

Matt Brimm Central Procurement Office 312 Rosa L. Parks Avenue 3rd Floor William R. Snodgrass Tennessee Tower Nashville, TN 37243

Work: 615-741-3044 Fax: 615-741-0684

INMATE SUPPLIER CATALOGE PROGRAM

The purpose of the Inmate Supplier Catalog Program is for suppliers to partner with TDOC to provide Inmate Catalog Service to the TDOC inmates. The suppliers will be expected comply with TDOC's policies and security requirements and provide approved merchandise at fair prices to inmates and their families and friends. All items supplied through this RFI process must result in no expense incurred by TDOC.

Anyone outside of the prisons as well as the TDOC eligible inmates are allowed to order catalog items by mailing an order form or placing an on-line order.

The goals of the TDOC Catalog program is to maximize the availability of approved items for TDOC inmates and to have suppliers offer a variety of items at competitive pricing while maintaining high security and providing an efficient operation. In order to meet these goals, TDOC is opening up the RFI process to allow a variety of suppliers to submit information related to the inmate package program. TDOC is determined to eliminate contraband from being introduced into catalogue items.

If the agency decides to move forward with a procurement, the supplier approval process will be based solely upon the prospective supplier meeting all of TDOC's criteria and scoring based upon pricing and the variety of items available in the catalogs. Once approved, TDOC will provide the supplier with an approval statement which the supplier is required to place on the cover of its catalogs and on its websites. TDOC's approval statement only indicates that the supplier has received TDOC approval to provide packages to TDOC inmates and does not constitute any type of endorsement.

ANNOUNCEMENT FOR THE INMATE SUPPLIER CATALOG PROGRAM

SUBMIT APPLICATION BY MAIL TO:

Matt Brimm
Central Procurement Office
312 Rosa L. Parks Avenue
3rd Floor William R. Snodgrass Tennessee Tower
Nashville, TN 37243

Attention: Matt Brimm, Sourcing Account Specialist

INMATE CATALOG PROGRAM

The Tennessee Department of Correction (TDOC) is accepting responses from suppliers seeking authorization to provide preapproved catalog items to inmates.

Once the a potential solicitation is released, suppliers will be required to maintain the approved items listed in their catalog or on-line without adding items or increasing prices for a period of one year (12 Months). **Attachment A** shows the current estimated inmate population per bed. **Attachment B** shows core items that must be constant in the catalogues provided. These items are not to be traded out, discontinued, or adjusted at any point throughout the contract. If an item is no longer available, only an approved item of equal quality and value will be considered. On a limited basis, TDOC will make exceptions and review items for approval to be added to the catalog at the end of each year. Special pricing is allowed throughout the year, but must be less than the price listed in the catalog or on-line, and must be reviewed and approved prior to the effective date.

TDOC Background Information

In addition to the commissary operations for the TDOC inmate population, inmates are allowed to receive up to a total of 4 packages per year, one package every quarter. These items are purchased through an approved supplier by inmates, family, and friends. Package services are provided to all listed State of Tennessee's Correctional Facilities.

Current Ordering Procedures:

Each order form will be per individual inmate. The order forms are to be provided by the vendor with TDOC approving the design, information, and layout of the form

The minimum order amount is \$10.00. Any order less than \$10.00, freight charge will be added.

Vendor must be able to accept both inside (trust fund) and outside (phone, faxed, or mailed from family) orders. Vendor must accept payment in the form of trust fund checks, money orders, or credit cards (Visa, Discover, MasterCard, etc.).

Each order form will be filled and packaged in one box, unless a TV or fan was included in the order which would make it necessary to allow for two boxes. The boxes would be labeled as 1 of 2 and 2 of 2.

Packages should not exceed two (2) feet in height and two (2) feet in length by one to one and half (1 - 1 1/2) feet in width. The vendor will be required to ship all orders within 30 days ARO.

Inmate name and number will be labeled on each package.

The chart below shows the current ordering schedule utilized for all State of Tennessee correctional facilities.

Facility	Inmate Custody/Last Name/TDOC #/Unit	Designated Ordering Month			
West Tennessee State Penitentiary	Minimum Restricted, Minimum Direct, Minimum Trustee	January, May, July, October	Lois M. DeBerry Special Needs Facility	Minimum	January, April, July, October
	Close, Maximum	February, August		Medium	February, May, August, November
	Medium	March, June, September, November		Close / Maximum	July, December
Bledsoe County Correctional	Unit 21, 22, 23	January, April, July, October	Mark H. Lutterell Correctional Center	Minimum	February, May, August, November
	Unit 1, 2, 3, 4, 5, 6, 17, 18, 19, 20, 24A, 24B, 28A	February, May, August, November		Medium	March, June, September
	Unit 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 25A, 25B, 28B	March, June, September, December		Close	April, October

	Minimum	February, May, August, November	Morgan County Correctional Complex	Unit 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 21	February, May, August, November
Northwest Correctional Complex	Medium	March, June, September, December		Unit 17, 18, 19, 27	March, June, September, December
	Close / Maximum	April, October		Unit 22, 23	January, April, July, October
				Unit 24, 25, 26	April, October
South Central Correctional	Minimum/Medium	1 package may be ordered every three months from the date of last package received			
Facility	Close/Maximum	March, September		Minimum / Medium	January, April, July, October
			Riverbend Maximum Security Institution	Close	February, August
Northeast	Medium/Minimum	1 package may be ordered every three months from the date of last package received		Maximum	March, September
Correctional Complex	Close	1 package may be ordered every three months from the date of last package received		Death Row	February, May, August, November
	Last Number of TDOC# 0, 1, 2, 3	January, April, July, October	Hardeman County Correctional Facility	Last Name Letter A, B, C, D, E, F, G	January, April, July, October
Whiteville Correctional Facility	Last Number of TDOC# 4, 5, 6	February, May, August, November		Last Name Letter H, I, J, K, L, M, N, O, P	February, May, August, November
	Last Number of TDOC# 7, 8, 9	March, June, September, December		Last Name Letter Q, R, S, T, U, V, W, X, Y, Z	March, June, September, December
	Minimum Restricted, Direct, Trusty	January, April, July, October	Trousdale Turner Correctional Center	Last Name Letter A, B, C, D, E, F, G, H	January, April, July, October
Turney Center Industrial Complex	Medium	February, May, August, November		Last Name Letter I, J, K, L, M, N, O, P, Q	February, May, August, November
Complex	Close / Maximum	March, September		Last Name Letter R, S, T, U, V, W, X, Y, Z	March, June, September, December
	All Custody Levels	*No orders in June and December			
			Tennessee Prison For Women	n/a	1 package may be ordered every three months from the date of last package received

The annual inmate package order quantity for the 2015 period were as follows:

Facility	Estimated Order	Family Orders	Inmate Orders
Facility County County County	QTY.	Family Orders	
Bledsoe County Correctional Complex	6,837	82%	18%
Morgan County Correctional Complex	5,502	91%	9%
Northwest Correctional Complex	5,970	85%	15%
West Tennessee State Penitentiary	4,612	87%	13%
Whiteville Correctional Facility	4,387	93%	7%
Tennessee Prison For Women	3,730	90%	10%
*Turney Central Industrial Complex	3,919	88%	12%
Hardeman County Correctional Center	4,159	94%	6%
South Central Correctional Complex	3,596	89%	11%
Northeast Correctional Complex	3,151	86%	14%
Mark H. Lutrell Correctional Center	2,175	91%	9%
Louis M. Deberry Special Needs Facility	2,005	22%	78%
Charles B. Bass Correctional Complex (Closed 2015)	762	83%	17%
Riverbend Maximum Security Institution	1,889	87%	13%
*Turney Center Industrial Complex-Annex	572	88%	12%
**Carter County Annex	248	92%	8%
***Trousdale Turner Correctional Center	New	New	New

^{*} Both of these facilities are in the same area, just separate locations.

When the supplier receives an order, they first check the inmates order file to verify that the inmate is eligible to receive a package. When the institution receives the package, the Inmate Property Officer also verifies that the inmate is permitted to receive the package; it is logged in and verifies that it meets all requirements. If the inmate is ineligible to receive the package, the box is unopened and returned to the supplier.

Questionable packages are given to a TDOC investigator.

All packages are delivered to TDOC facilities through the inmate mail room. They are then distributed based off of current TDOC policy as received.

Below you will find the current property package regulations as approved by TDOC:

Weight Limit: There is no weight limit on Inmate Packages.

Package Limit: Each order will be packaged in one box unless a TV or fan was included in the order which would make it necessary to allow for two boxes.

^{**}Carter County Annex is attached to the NECX complex.

^{***}New facility

Package Size Limit: 2 x 2 x 1.5 feet

Dollar Value Limit: There is no dollar value limit on Inmate Packages.

PROGRAM INFORMATION: The items in this order form have been approved by the Tennessee Department of Corrections. Purchases must be a minimum of \$15 and maximum of \$125. Orders can be submitted from inmates or their family and friends. Packages will be shipped shortly following the order taking period.

ORDERING INFORMATION:

FAMILY & FRIENDS: Family and Friends can place orders online, by phone, by fax or mail.

PRODUCT: If an item is discontinued by the manufacturer, out of stock, or restricted by the facility, we will substitute with an item of equal or greater value.

PAYMENT METHOD: Supplier accepts the following forms of payment: credit card, personal check (must have name, address & phone # imprinted), cashier's check, money order (must be domestic, printed in the U.S.). They accept major credit and debit cards with Visa, MasterCard or Discover logos. There is no surcharge for using your credit card to make purchases with the supplier. Please be sure to provide the exact billing information that the credit card issuer bank has on file for your account. The credit card will be charged at the time your order is placed.

SALES TAX: Sales tax is required by the State of Tennessee. Tax rates vary by the location of each facility. Please refer to the table below to determine the correct tax rate for your order.

SHIPPING & HANDLING: FREE Shipping on all Orders.

DELIVERY INFORMATION: If you would like your package delivered by December 23rd, your order must be received by the supplier by November 22nd. Orders received after November 22nd will be processed for the second ordering period and delivered by January 27th, 2017. (only applies to Holiday Package Program)

RETURNS: Used or abused items cannot be returned, exchanged or refunded. Please check all of your items upon receipt. If any of these items are found to be defective or damaged in shipping, please notify a facility staff inventorying your package immediately to arrange a return or exchange.

Returns: Please contact our Customer Service Department for assistance with any order returns at: Supplier information is listed. If a package is returned to us for any reason, we will contact the purchaser to determine a resolution. Used, abused or damaged items cannot be returned, exchanged or refunded. All items are only covered by the manufacturer's warranties. Please

check all of your items upon receipt. If any of these items are found to be defective or damaged in shipping, you must return these goods within 30 days. All original boxes and packing materials are required on any returned goods. These goods will be repaired or replaced at no cost to you. Returned items that are older than 30 days will not be processed. All merchandise that was ordered in error for any reason can be exchanged for \$5.00. All exchanges must be done within 30 days of purchase. Merchandise must be unused and in original packaging. Any returned merchandise that is used or not in original packaging will be returned to you. Shipping charges are nonrefundable. TELEVISIONS: Due to manufacturer's return policies, the supplier cannot replace engraved television sets. The engraved sets must be shipped by you to the authorized manufacturer's service center for repairs. RCA 13" Clear Digital TV has a warranty of 90 days that includes parts and labor with a one year warranty on the picture tube. Defective televisions returned to the Supplier within the 90 days of purchase will be replaced with a new one. Defective televisions returned after the 90 days, but within the 1 month period will be replaced for a fee of \$70. All televisions that are returned must include a copy of the original sales receipt and a letter explaining the claim for defect. A check payment of \$70 payable to the supplier should also be included, if within the 3 to 12 month warranty period.

Payment Methods: Orders will be accepted when accompanied by cashier's check, money order, or credit card (MasterCard, Visa or Discovery). The supplier accepts Credit/Debit cards and prepaid cards with Visa/Mastercard logos. The credit card will be charged at the time your order is placed.

* The supplier accepts major credit / debit cards and Prepaid Cards with Visa/Mastercard logos.

Cash Payment Option with ACE Cash Express: Before selecting this payment, use the ACE Cash Express store locator to verify that there is a convenient location near you. To make a payment, please take print your order summary page and bring with you when you make your payment. You will need to provide the Order Reference (Sales Order) Number, the Exact Dollar Amount Due, Inmate ID Number, and Inmate's Last Name. Your payment will not be accepted without all four of these items. ACE Cash Express will provide you with a receipt for your transaction. Please keep this receipt to assist us in accessing your records. Allow 2 business days for your payment to be applied to the order.

Shipping: Free shipping on all orders.

Inmate Item Restrictions:

Socks or hosiery

T-shirts, solid white or gray only (no tank tops or muscle shirts)

- Underwear white or gray only; tops & bottoms, regular or long Underwear, (bras and slips, female only)
- Pajamas must not be transparent and must have the appearance of sleepwear
- Bathrobe must not be transparent
- Handkerchiefs white only
- Cap/toboggan, no ski masks, solid white or gray only
- Sheets and pillowcases, white only sheets twin size only pillowcases 42" x 34", 200 thread count
- Recreational clothing sweat suit, sweatpants or shorts no hoods, pictures, messages, or turtlenecks, shorts must be a minimum of 4" length from crotch, spandex or similar materials not allowed. Only white or gray colors
- Towels and washcloths, white only

Shoes & Accessories

- Athletic shoes, solid white, black, or gray: colored logos and stitching may be allowed.
- Dress shoes
- Boots (black or brown)
- Shower shoes
- House shoes
- Shoelaces, black & white

Appliances - Must Be U.L. Approved

Electric or battery razor/beard trimmer

- TV- 13" or 15" clear, must have earphone and jack for earphone (wireless headphones prohibited) no built-in VCR/DVD, must have DIGITAL type tuner (no analog) must include coax type hook up and must include clear remote control. TV must not have USB ports.
- Radio walkman type only (with headphone or one-piece unit), no cassette
- Headphones (clear) or earplugs
- TV Splitters
- Cable adapters
- Coax cable maximum length 9 feet
- Strip, outlet, U.L. approved, limit of 6 outlets
- Fan, 15" maximum (must be clear), plastic housing and blades, & non- removable grill
- Electric rollers (female only)
- Electric curling iron (female only)
- Hand held electric hair dryer (maximum of 1500 watts)
- Hot pots, 5 cup capacity, clear plastic, (350 watts)

Religious Items

- 22" Rosary Oval Wood Beads with silver Crucifix-poly bagged
- Satin Kippah
- Taort Cards 2-3/4" x 4-3/4"
- Plain medium pentacle pendant with chain, 1-1/8" diameter 24" stainless steel bead chain
- Tam knitted cap
- Native American Medicine Bag-Leather

- Dream Catcher kit-4" hoop with simulated sinew, 3 buckskin thongs, 12 fluffs, 12 crow beads, no arrowhead, in various colors
- 4 strand choker kit 6mm mini plastic crow beads and nickel beads
 Same with brass beads in lieu of nickel beads
- Prayer rug 30" x 40" Polar fleece, 100% polyester, machine washable
- Native American Head Band, black, white, gray
- Muslim prayer rug 28" x 40"
- Hijab white 100% pashmino
- Muslim prayer beads 100count strand black plastic
- Buddist Japa beads multi-strand knotted nylon cord with orange tassel
- Kufi knitted cap
- Muslim prayer beads large only
- Prayer oils 0.5 ounce bottles Al fajr and sandlewood
- Miswak sticks approx. 8" vacuum sealed-the bark at the tip is easily removed without the use of a knife

Miscellaneous (Other Items)

- Gloves work, no leather
- Belt limited to 3" in width, buckle not to exceed 3". Belts and/or buckles may not have pictures, messages, designs, or symbols affiliated with security threat or ethnic group
- Billfold (no chains may be attached to the billfold) mesh material, Color olive mesh or other
- Watch and band

- Rings bands only, gold and silver, approx. Sizes 4 through 12, for women and men necklace not to exceed 24" in length
- Earrings, stud type
- Table game(s) no metal parts, non-electric, no dice
- Mirror, acrylic, (approximate size) 6" x 4-1/2"
- Ice chest, 1.5 to 2 gal (no Styrofoam)
- Plastic cup w/lid non-insulated
- Bowl, cereal and lid (plastic)
- Clippers, toe nail, no file, no longer than 3"
- Combs, 5" maximum length
- Combs, Afro, 9-1/4" maximum length
- Hair brush, styling (5 rolls)
- Photo album, no metal parts (maximum size 9" x 12")
- Sunglasses, no mirror lens
- Clear, vinyl poncho rain gear
- Sewing kits without scissors, needle 2" maximum length
- Toothbrush holder, 2 piece set
- Soap dish, 2 pieces, plastic
- Hair rollers, snap-on / clip medium foam rollers (approx 3/4",12/pk)
- Shower caps (limit 5)
- Mesh bags

- Ponytail bands/holders, black or brown only
- Tweezers round or square
- Shoe polish, black, neutral, white
- Clear reading lamp and light bulbs for lamp
- Clear collapsible storage container size: 16"w x 24"d x 12"h ("without handles") opaque for ease of inspection easy open top with Velcro, Collapsible fire retardant fabric Durability: Mesh ventilation on end panel

Description: inmate in-cell organizer 16x24x12 (w/out handles) Brand: pacific concepts - item # pcsbx161217imp or equal

- Clear calculator, small handheld
- Address book

Product Quality

- All televisions, headphones, and radios are clear, without tint
- All clothing is first quality, no seconds allowed
- All athletic shoes are primarily white, with some black and gray. No air pockets or colors are allowed.
- Dress shoes and boots: maximum total height is 12", heel no more than 2", no steel toes, no buckles.

RFI Required Documents:

- 1. Supplier shall submit a response which include all of the following information:
 - a. A list of all subcontractors or independent suppliers, if any, that the supplier will use to provide services.
 - b. A statement that the Supplier meets all RFI requested information.
 - c. A statement that the supplier is capable of supplying packages to inmates that meet all shipping and ordering procedures listed within this document.
- 2. Supplier must provide a self-certified, inventory report showing that they possess a

minimum of \$250,000 (advertised retail value) of merchandise on the premises (this merchandise is subject to physical verification by TDOC). The *minimum \$250,000 value of merchandise* must be maintained by the supplier *on premises at all times* (subject to unannounced inspections by TDOC).

- 3. Supplier shall provide their security processes related to counteracting contraband. i.e. insuring those who are creating the packages are not including contraband within the packaging. Also include the process for a blind pool system where a person filling the order does not know the identity of the customer receiving the product.
- 4. Supplier must submit a link or mock-up of the supplier's business/company flyers and website for TDOC to review the visitor log-in and product selection options. The approved supplier's flyers and websites must display a memo or link to the memo from the Director of TDOC affirming the company is an approved supplier for the inmate package program.
 - 5. Supplier must supply a sample catalog, flyer and order form to TDOC with the RFI documents. The information should include the supplier's ordering policies, instructions on how to order items and internet links for on-line service.
- 6. Supplier must explain its substitution policy. Supplier must incorporate an approved alternative selection option on its website and order form.
- 7. Supplier must confirm that they will not hold inmate funds for longer than 5 days and supply a stock return policy. Supplier must also supply information pertaining to backorders, if any.
- 8. Supplier must provide method for filling orders. A blind pull system is required which is where the person filling the order does not know the identity of the inmate who is receiving the order or the identity of the person who placed the order. Supplier's staff responsible for receiving orders, assigning purchase order numbers, and/or secure numerical identifiers shall not be allowed to assemble packages.
- 9. Supply your companies shipping manifest and what it looks like prior to each shipment of packages. This should include how each manifest will look along with an example.
- 10. Please indicate your acceptable payment methods.
- 11. Supply information based off of refunds and any overpayment if funds are received in excess of the price of the order. For underpayments on orders, the supplier must supply how they will fill the order.
- 12. Supplier must provide information for the shipping/handling policies including including any 14

item that is damaged or missed during shipping.

- 13. Supplier must provide an example of a quarterly report.
- 14. The supplier must list their toll-free, customer service number for non-inmate customers to call and submit an example of a postage-paid complaint form for inmates to complete and send to the supplier.
- 15. Supplier must indicate its experience and ability to work with a daily FTP file.

SUPPLIER CRITERIA FOR

APPROVAL SUBMITTAL

CHECKLIST

A complete RFI submission will contain all of the following items:

Complete this checklist to confirm that all items have been included in your package. Place a check mark or "X" next to each item that you are submitting to the Tennessee Department of Correction. Suppliers will not be qualified until each and every requirement listed below is met. These requirements are more fully explained on the Supplier Application Criteria form (see same corresponding item numbers). This checklist must be returned with your application package.

Supplie	r: Date:	
merchai	1. Self-certification inventory report showing a minimum of \$250,000 worth of adise.	
	2. Provide Security processes related to counteraction of contraband.	
website	3. Supplier must submit a link or mock-up of the business/ company's flyers and	
	4. Supplier must provide information on catalogs, flyers, and order Forms.	
	5. Provide the following: list of products/catalog for TDOC to review, informatio on packaging and information on identifying ethnic food products (e.g., Kosher an Halal).	
	6. Explain the Supplier's substitution policy. Order form must allow for alternative selection to be made by purchaser.	
	7. Explain how the Supplier handles out-of-stock items and provide stock return policy	۲.
	8. Supplier must provide documentation on the method for filling orders.	
	9. Provide shipping process.	
	10. Provide acceptable payment methods.	

 11. Provide overpayment and underpayment policies.
 12. Provide shipping and handling policy.
 13. Provide example of a quarterly report.
 14. Provide customer service policy and an example of a complaint form in regards to order issues.
 15. Supplier must identify experience and ability to work with a daily FTP file

INSTITUTION AND FACILITY ADDRESS LIST

The supplier will be expected to provide services to all 14 TDOC correctional institutions with the delivery points/addresses, as listed below. Supplier criterion requires that packages shipped to TDOC inmates be shipped only to the addresses listed below (see also next page.)

TDOC Facilities

Morgan County Correctional Complex (MCCX) 500 Flat Fork Road Wartburg, TN 37887 423-346-6641

Fax: 423-346-7821

Lois M. Deberry Special Needs Facility (DSNF) 7575 Cockrill Bend Industrial Blvd Nashville, TN 37243-1057 615-350-2700

Fax: 615-350-2812

Mark H. Luttrell Correctional Center (MLRC) 6000 State Road
Memphis, TN 38134 fax: 901-372-2080

Northeast Correctional Complex (NECX) Highway 67 Mountain city, TN 37683-5000 423-727-7387 Fax: 423-727-5415

Northwest Correctional Complex (NWCX) 960 State Route 212 Tiptonville, TN 38079 731-253-5000 Fax: 731-253-5150

Riverbend Maximum Security Institution (RMSI) 7475 Cockrill Bend Ind Blvd Nashville, TN 37243-0471 615-350-3100 Fax: 615-350-3400

South Central Correctional Facility (SCCF) Clifton, TN 38425-0279

931-676-5372 Fax: 931-676-5104

Bledsoe County (BCCX) 1045 Horsehead Road Pikeville, TN 37367 423-881-3251 Fax: 423-881-4226

Tennessee Prison For Women (TPFW) 3881 Stewarts Lane Nashville, TN 37243-0468 615-741-1255

Fax: 615-253-5390

Turney Center Ind Prison & Farm (TCIP) 1499 R.W. Moore Memorial Hwy Only, Tn 37140 931-729-5161

Fax: 931-729-9275

Turney Center Ind Prison & Farm (Annex) (WCBC) Highway 114 (Carroll Road) Clifton, tn 38425 931-676-3345

Fax: 931-676-3350

West Tn State Penitentiary (WTSP) Highway 87 Henning, Tn 38041-1150 731-738-5044

Fax: 731-738-5947

Whiteville Correctional Facility PO Box 679 Whiteville TN, 38075-0679

Hardeman County Correctional Center (HCCX) 2520 Union Springs Road Whiteville TN, 38075